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# State of Utah

## DEPARTMENT OF NATURAL RESOURCES

MICHAEL R. STYLER  
Executive Director

### Division of Water Rights

JERRY D. OLDS  
State Engineer/Division Director

November 23, 2007

David Cox  
Chairman  
Lower San Pitch River  
90 W UNION  
Manti, UT 84642

re: Lower San Pitch River Distribution System Meeting for 2008

Dear David:

We are in the process of setting up the schedule for the annual distribution meetings for 2008. Enclosed is a copy of our proposed schedule for the 2008 meetings.

We would like to hold the meeting for your distribution system on Wednesday, February 6, 2008, at 10:00 am. As we did last year, this will be a combined meeting with the Upper San Pitch Water Users. We hope that by scheduling the meeting this far in advance we will be able to avoid any conflict with your schedule. This proposed schedule makes it difficult for us to travel to a region of the state more once during these meetings. If there is a major conflict that cannot be avoided, we would hope to re-schedule the meeting within the same week.

We have been informed by the Attorney General's Office that our annual distribution meetings must be considered as open public meetings. Because of this designation, there are a couple of changes in the meetings that we will need to implement. The first is that the local news media in your area will be informed of the meeting time, date and place in case they desire to attend (Starting in 2009, this requirement will be met by publishing the meeting on the State's public meeting website). Second, the meeting must be recorded; we will bring the recording equipment and the recording of the meeting will be available on our website shortly after the meeting.

Thirdly, the minutes of the meeting must be kept a little more formally than they may have been in the past. The minutes must include a brief description of all the business conducted at the meeting including the motions that were made (a statement of the motion, who made the motion, who seconded the motion and the voting results) and a brief description of the discussions that went on at the meeting. The minutes must be typed up and submitted to the Division of Water Rights within a reasonable time after the meeting (let's say within 30 days of the meeting). It is very important that we comply with this aspect of the law so I am requesting that you make the necessary arrangements for the minutes to be taken, prepared, and submitted as required.

If you have any questions or concerns, please contact me by phone at (801) 538-7380 or by e-mail at [LeeSim@utah.gov](mailto:LeeSim@utah.gov). Our meeting schedule will be finalized



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Subject: Annual Distribution Meeting 2008

around the middle of December, so I need to know as soon as possible if your scheduled date and time is a problem.

Thanks for your help.

Sincerely,

A handwritten signature in black ink, appearing to read "Lee H. Sim". The signature is stylized with a large loop at the beginning and a long horizontal stroke extending to the right.

Lee H. Sim, P.E.  
Assistant State Engineer  
Field Services Section

cc: Regional Engineer